



## CITY OF ARLINGTON NEW EMPLOYEE PROCESSING PROCEDURE

### **INSTRUCTIONS TO NEW EMPLOYEES:**

Please arrive early to allow time to park and to clear the building security screening process. Orientation begins promptly at 8:00 a.m. the Monday morning of your first day, report to Human Resources Department, 101 S. Mesquite Street, Suite 790 (7<sup>th</sup> floor), Arlington, TX 76010. If arriving late, please call 817-459-6869.

### **IT IS REQUIRED THAT YOU ARRIVE WITH THE FOLLOWING MATERIALS IN HAND:**

- ✓ **Your Confirmation of Employment Letter, which states your salary and position information**
- ✓ **Your completed New Employee Packet and W-4.**
- ✓ **Your documentation that will establish both identity and employment eligibility found on the List of Acceptable Documents**

Prospective employees who do not have these documents must obtain a replacement before being hired. If a receipt is presented, you must bring in the actual document once received.

#### ✓ **Your Beneficiary/Dependent Information**

You are eligible for the health, dental, vision and life insurance coverage offered by the City and will be enrolled in the City's retirement program. At the time of processing, you will be asked to make a decision on the plan that best suits the needs of you and your family. You must designate a beneficiary for some of these benefits. Please bring the following information on your beneficiaries and any dependants you plan on enrolling on the insurance plans. Accurate and complete data will ensure timely enrollment.

#### **Beneficiary/Dependent Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND BRING IT WITH YOU ALONG WITH YOUR  
NEW HIRE PACKET.**